



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **STAFF SERVICES ANALYST**

**\$2,817 - \$4,579**

**ENFORCEMENT BRANCH HEADQUARTERS**

**PROFESSIONAL STANDARDS UNIT**

**SACRAMENTO**

**RESPONSIBILITIES:** Under the general supervision of the Supervising Investigator II, or designee, the incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments in support of the Professional Standards Unit (PSU). This Unit consists of the Computer Forensic Team, Background Investigations, Enforcement Tactics Training, and Internal Affairs. The work consists of analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning, statistical analysis; property control and procurement, and data entry and integrity. This position supports sworn and non-sworn personnel throughout the Enforcement Branch. ***Fingerprinting and background check are required. Free Parking! Close to Light Rail!***

### **DESIRABLE QUALIFICATIONS:**

- Strong skills in Microsoft Applications (i.e. Microsoft Word, Excel, PowerPoint, and Outlook)
- Ability to work flexible hours
- Demonstrated ability to exercise a high degree of initiative and independence in performing assigned tasks
- Demonstrated ability to work in a team environment with commitment and a cooperative attitude
- Ability to handle multiple responsibilities including organizing and prioritizing workload to meet deadlines
- Excellent analytical, writing, and verbal communication skills
- Willingness to learn and adapt to change

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Services Analyst level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

### **STATEMENT OF QUALIFICATIONS:**

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of

2/7/14 EMC

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### **DO NOT SUBMIT APPLICATIONS TO CALHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications may be eliminated from the selection process.

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Analyst, PSN # 413-177-5157-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email [eva.crew@insurance.ca.gov](mailto:eva.crew@insurance.ca.gov)

**FINAL FILING DATE:** February 24, 2014 by 5 p.m., Close of Business

**NOTE:** Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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